

MARGARET DONNELLAN TODD  
COUNTY LIBRARIAN

April 19, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST FOR APPROVAL OF AMENDMENTS TO INCREASE CONTRACT AMOUNTS  
FOR TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN  
SERVICES FOR THE PUBLIC LIBRARY (1,2,3,4,5)  
(3-VOTE MATTER)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve amendment number two to Agreement Number 74895 with PDQ Personnel Services, Inc. for temporary professional and paraprofessional librarian services to increase the annual contract expenditure authority from \$100,000 to \$300,000.
2. Approve amendment number one to Agreement Number 75164 with Library Associates for temporary professional and paraprofessional librarian services to increase the annual contract expenditure authority from \$100,000 to \$300,000.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Public Library requests approval to increase the maximum annual contract expenditure authority in each of these contracts from \$100,000 to \$300,000 in order to continue to provide the Department with temporary professional and paraprofessional librarian services on an as-needed basis. These services are needed to provide the Public Library with the flexibility to obtain as-needed temporary help to staff community libraries, meet workload demands for cataloging, ordering, receiving, and processing books and other library materials for the public, and to meet other temporary staffing needs.

Since we began service under those contracts we have experienced significant unanticipated workload increases and difficulty in recruiting to fill vacancies that have made it necessary to augment use of the contracts. Approval of the recommendations will authorize the Public Library to increase the annual expenditures for temporary as needed professional and paraprofessional librarian services to meet current workload requirements.

#### Implementation of Strategic Plan Goals

Approval of the recommendations is consistent with the County's Strategic Plan in the areas of service excellence, fiscal integrity, and organizational effectiveness.

#### **FISCAL IMPACT/FINANCING**

Funding is available in the Public Library's current operating budget to increase the annual contract expenditures in 2004-05 from \$100,000 to \$300,000 if needed. Funding required to continue these services will be budgeted annually over the remaining term of these contracts.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On June 8, 2004 the Board approved an agreement with PDQ Personnel Services, Inc. for temporary professional and paraprofessional librarian services with an annual contract expenditure authority of \$100,000. On January 4, 2005 the Board approved a similar agreement with Library Associates. Since we began service under those contracts we have experienced significant unanticipated workload increases and difficulty in recruiting to fill vacancies that have made it necessary to augment use of the contracts. The Public Library utilizes temporary professional and paraprofessional librarian services to provide reference and information services, to cover the assignments of employees out on maternity leave or extended sick leave, and to meet peak workload requirements for cataloging, ordering, receiving, and processing books and other library materials for the public. These contracts provide the Public Library with the flexibility to maintain operations with minimal disruption to Library customers and to provide the Library with outside expertise on an as-needed basis.

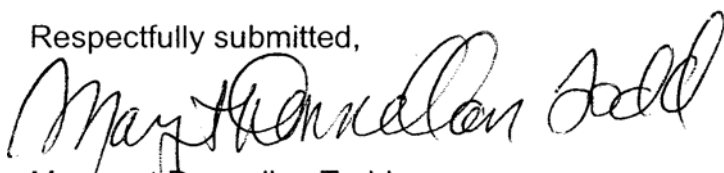
The term of the current agreements is for a two-year period, with two one-year options to renew.

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### **IMPACT ON CURRENT SERVICES**

The requested increase to the annual contract expenditure authority is needed to give the Public Library the flexibility to maintain operations and meet current workload demands. Temporary professional and paraprofessional services provides a viable option for the Public Library where the utilization of regular County employees is not feasible or is impracticable.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Margaret Donnellan Todd". The signature is fluid and cursive, written over the printed name.

Margaret Donnellan Todd  
County Librarian

MDT:DF:RG:TVF:jm

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### **Attachments**

C: Chief Administrative Office  
County Counsel  
Executive Office, Board of Supervisors  
Auditor -Controller